

**Minutes of Meeting
Grafton Planning Board
July 12, 2010**

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A regular meeting of the Grafton Planning Board was held on Monday, July 12, 2010 in Conference Room A at the Grafton Municipal Center, 30 Providence Road, Grafton, MA. Present for the meeting were Chairman Bruce W. Spinney III, Vice-Chairman Robert Hassinger, Clerk Stephen Qualey, Heath Christensen and David Robbins. Staff present was Town Planner, Stephen Bishop.

Chairman Spinney called the meeting to order at 7:00 p.m.

**ACTION ITEM 1-A – REQUEST FOR RELEASE OF SURETY AGREEMENT –
“MAGNOLIA FARMS” SUBDIVISION**

MOTION by Mr. Christensen, **SECOND** by Mr. Qualey, to grant the petitioner's written request to endorse the Release of Surety Agreement submitted. **MOTION** carried unanimously 5 to 0.

**ACTION ITEM 1-B – ENDORSEMENT OF SETTLEMENT AGREEMENT –
“OAKMONT FARMS” SUBDIVISION**

Mr. Bishop informed the Board a copy of the document was in their mailboxes for review and that he was seeking endorsement of the original Settlement Agreement provided by Town Counsel.

The Board endorsed the Settlement Agreement.

**REQUEST FOR PLANNING BOARD APPROVAL OF REVISED
DEVELOPMENT PHASING – NORMAND GAMACHE, GUERRIERE &
HALNOR, PETITIONER**

Normand Gamache was present to review the revised development phasing plan and asked the Board to consider allowing his client to extend Brookmeadow Lane 593 feet and Klondike Road 600 feet. Mr. Gamache stated that once that section of roadway is paved, lot releases would be requested for each roadway, leaving the last phase to construct the remaining roadway. Mr. Gamache explained to the Board that his client had intended to complete the project at a faster pace, but has slowed somewhat due to the economic situation of home construction and sales.

Mr. Hassinger expressed concerns for the 500 foot roadway cul-de-sac requirements with regard to the road extension request. Mr. Bishop suggested that possibly the hammerhead cul-de-sac design could be more appropriate for the plan layout. Mr. Hassinger noted that whatever design is adopted should be capable of being a long-term solution, just in case there is a problem in the future with the solvency of the

subdivision. Mr. Gamache asked whether this could be addressed as a minor modification to the Definitive Plan or would he need to submit an application for a Modification of the Definitive Plan. The Board suggested the change be submitted as a minor modification, and a determination could be made from the information submitted. Chairman Spinney suggested that request and information be submitted at the next Planning Board meeting in two weeks.

Mr. Gamache also informed the Board that Brookmeadow Village was in the process of completing their trail system and needed some guidance on the conveyance of the four remaining Open Space parcels. Mr. Gamache noted that parcel B has already been conveyed to the Grafton Land Trust. Mr. Hassinger stated that the Conservation Commission can accept the Open Space without Town Meeting action. Mr. Robbins added that acceptance through the Conservation Commission is much more restrictive, and that there is a lot more leeway for use of the Open Space through Town acceptance. Mr. Gamache informed the Board that he thought there were already Conservation restrictions on the Open Space parcels.

ACTION ITEM 1-D – CONSIDER DECISION – “FISHERVILLE PARK” SITE PLAN – 61 MAIN STREET – SOUTH GRAFTON

MOTION by Mr. Hassinger, **SECOND** by Mr. Christensen, to make favorable Findings for F-1 through F-17. **MOTION** carried unanimously 5 to 0.

MOTION by Mr. Hassinger, **SECOND** by Mr. Qualey, to grant Site Plan 2010-2 with the Findings and Conditions as discussed and amended. **MOTION** carried unanimously 5 to 0.

DISCUSSION ITEM 2-A – AGENDA POLICY

Chairman Spinney informed the Board they needed to change the current agenda policy to accommodate the new Open Meeting laws. Mr. Bishop noted that one of the changes specifically relates to the posting of the agenda, which requires a posting 48 hours prior to the meeting excluding weekends. Mr. Bishop stated that as a matter of policy the Board should consider publishing the agenda on the Wednesday prior to the scheduled meeting, to give adequate time to prepare and to review the materials being submitted.

MOTION by Mr. Hassinger, **SECOND** by Mr. Christensen, to close the agenda six business days prior to the scheduled meeting to comply with the new Open Meeting laws, with flexibility for the Chairman to deal with only ANR plans on a late filing. **MOTION** carried unanimously 5 to 0.

MINUTES OF PREVIOUS MEETINGS

MOTION by Mr. Hassinger, **SECOND** by Mr. Christensen, to approve the open session minutes of June 28, 2010 as drafted. **MOTION** carried unanimously 5 to 0.

**SITE PLAN 2010-1 – GRAFTON SCHOOL BUILDING COMMITTEE
(RICHARD MCCARTHY, CHAIR), APPLICANT – TOWN OF GRAFTON,
OWNER**

Chairman Spinney opened the hearing. Mr. McCarthy apologized to the Board that he had promised the requested response information on Tuesday morning, but the Board did not receive it until late Tuesday afternoon.

Present for the hearing were Richard McCarthy, Grafton School Building Committee Chair; Brian Postlewaite, Nalan Senol Cabi, Philip Poinelli, and Daniel Ruiz, all of SMMA; Thomas Murphy of Joslin Lesser Associates; and Steve Banak of Dimeo Construction Company.

Documents and other exhibits used at the meeting were:

- Correspondence from Scott Browne, 36 South Street, Grafton, MA, submitted during the July 12, 2010 Planning Board hearing, 1 page.
- Correspondence from Graves Engineering, Inc., "New Grafton High School Site Plan Review", 6 pages, dated and received July 12, 2010.
- Transmittal from Symmes Maini & McKee Associates (SMMA), "Response Letter, including attachments", dated July 6, 2010, received July 17, 2010; includes the following documents:
 - Transmittal Cover Sheet from SMMA, 1 page.
 - Correspondence from SMMA, "New Grafton High School, Response to Site Plan Review Comments", 12 pages, dated July 6, 2010.
 - "Parking Requirement Calculations", prepared by SMMA, 1 page, dated July 5, 2010.
 - "Closed Drainage System Calculations; 10-year Frequency", prepared by SMMA, 4 pages, dated July 6, 2010.
 - "Earthwork Cut/Fill 2D Map, Grafton H.S.", includes map and calculations, prepared by Dimeo Construction Company, 12 pages, dated June 28, 2010.
 - "Figure 1: Third Classroom Pod", prepared by SMMA, 1 paged, dated July 6, 2010.
 - Memorandum to Phil Poinelli (SMMA) from Grafton High School Principal Jim Pignataro, "Grafton High School Parking", 1 page, dated July 6, 2010.
 - Plan Set, 46" x 40", prepared by SMMA, dated May 14, 2010, revised July 6, 2010, 17 sheets consisting of the following sheets:

- C1.00 – Locus & Index
- C1.01 – Existing Conditions Plan 1
- C1.02 – Existing Conditions Plan 2
- C2.10 – Site Preparation Plan 1 – Phase 1
- C2.02 – Site Preparation Plan 2 – Phase 1
- C3.01 – Layout & Materials Plan 1
- C3.02 – Layout & Materials Plan 2
- C3.11 – Photometric Calculations Plan
- C4.01 – Grading & Utilities Plan 1
- C4.02 – Grading & Utilities Plan 2
- C5.01 – Planting Plan 1
- C5.02 – Planting Plan 2
- C6.01 – Details 1
- C6.02 – Details 2
- C6.03 – Details 3
- C6.04 – Details 4
- C6.05 – Details 5

Philip Poinelli, Principal Architect for SMMA, began by reviewing the highlights of the new information submitted. Mr. Poinelli began with discussion on the building height waiver, stating that he had brought the massing model displayed on the table for a better insight as to the comparative building heights. Mr. Poinelli noted that the theater-driven auditorium required the 64' 5" height to accommodate the fly loft; the gymnasium's height was driven by the various sports venues offered; and the two-story academic pods (possible three-story) dictated the architectural building lines as demonstrated in the massing model.

Mr. Poinelli also discussed the parking waiver request, noting that they had worked closely with school principal James Pignataro in calculating the necessary parking spaces needed. Mr. Poinelli stated they were proposing 397 spaces for both schools, with 500 spaces required by the By-Law and 138 spaces for the Municipal Center in consideration of the removal of the existing rear building, and the skateboard & basketball recreation area.

Mr. Poinelli added that Michael Desmond, Traffic consultant, was still working on the left turn lane issue and the work had not been completed as yet.

Mr. Spinney asked about the snow removal issue. Mr. Postlewaite stated they would be working with the grades down to Providence Road as the method of snow removal, along with lining up the tree lined islands for easier snowplowing. It was noted that the Zoning-By-Law requires one tree for every 5 parking spaces, which equates to 80 trees in the Municipal area. Brian Szczerko noted that he had not been copied on any of the new revised submittal information.

Peter Adams of 100 Brigham Hill Road informed the Board that as a regular winter hire for snow plowing, the layout of the parking area appears to be very cumbersome, difficult, and expensive to plow. Mr. Adams also added that now, at the design stage, is the time to make the decisions on how to handle the snow problems.

Chairman Spinney requested the Traffic Engineer speak to the problems associated with the Brigham Hill Road/Providence Road intersection and Brigham Hill Road entrance to the Municipal Center.

Michael Desmond, Traffic Engineer with Bryant Associates, reviewed the existing traffic levels of service along Providence Road, ranging from C to F. Mr. Desmond noted that the Providence Road/Brigham Hill Road intersection was an existing “F” rating and would probably see an increase in traffic delay with the proposed project. Mr. Desmond added that Providence Road was a state highway, with Mass DOT having the final say on the installation of any signalization. Mr. Desmond also remarked that Mass DOT is usually very conservative in their assessment of traffic flow.

Mr. Hassinger insisted that this was a very important issue, noting that the applicant is asking the Board to grant a waiver for an already F-rated traffic situation, and that he would require the level of service to be brought up to at least a C before even considering the requested waiver.

Mr. Desmond and Mr. Poinelli stated that the problem already exists and the project is not causing the problem. Mr. Hassinger stressed that although the project is not the cause, it is definitely adding to the problem.

Kenneth Grew of 6 Rittenhouse Road suggested that the Board was holding the Building Committee hostage over the parking deficit issue. Mr. Hassinger pointed out that the Building Committee is bringing forward a proposal that was not properly vetted by the Planning Board beforehand.

Chairman Spinney also added that this was a significant waiver being requested, which impacts the Municipal Center as well as the school and it needs to be vetted properly and completely before being granted.

Mr. Pignataro offered information with regard to the schools practice of event scheduling, stating that these are community based schools with policies in effect and that every effort is made to limit the number of activities occurring on any one given day or evening, which in itself limits the amount of parking needed.

Mr. Hassinger reminded the applicant that there were five major venues on this one Lot 12 and all issues collectively need to be taken into consideration.

Chairman Spinney pointed out that the real issues are not with the parking waiver for the schools, but with the Municipal Center side, displaying major issues with the parking, traffic flow patterns and DPW concerns for snow plowing and removal.

Mr. McCarthy stated that he had met with the Town Administrator and DPW Director Dave Crouse and no comments were issued for the hearing. Mr. Szczurko again noted that he had not been copied or heard any report from Graves Engineering on any revised plans for the high school project.

Mr. Adams expressed concerns for the need of newer advanced equipment that may be required for the maintenance of the stormwater drainage system, stating that the Town DPW presently only has a clamshell for cleaning work.

Chairman Spinney noted that there is overwhelming concern with the Board for remedies to be provided on what are considered to be major issues for the Planning Board to consider and base a decision on. Chairman Spinney suggested additional information be provided on what will be done regarding signalization, parking, traffic flow patterns, snow plowing & removal plans, underground detention basin information including possible additional Town expenses; feedback from all Town Departments involved with this project; and additional input from the Conservation Commission, specifically with regard to the Graves Engineering review comments.

Mr. Postlewaite responded that the vast majority of the review comments had been addressed and that there were only about a half dozen comments that needed additional revisions and added that the underwater detention basins were actually quite easy to maintain through design. Mr. Hassinger noted that it was not clear if there was a maintenance plan in effect and reminded Mr. Postlewaite that with part of the project in the Water Supply Protection Overlay District, this is typically a requirement by the Planning Board.

Mr. Robbins added that as a follow-up on the height waiver, the Fire Department should be commenting on whether or not 66 feet is a problem for the existing equipment. Mr. Poinelli noted that the buildings were reviewed in detail by the Fire Chief and no issues were raised. Chairman Spinney asked if there has been any written comment response from the Fire Department and was told there was no Town Department comment sheet returned.

Mr. Szczurko expressed his concerns of time constraints of trying to keep up with reviewing the materials, added revisions, and submitting comments. Mr. Postlewaite responded that there have been no significant changes to the plans, only some fine tuning.

Chairman Spinney reviewed the information that will be required to be submitted in one week, prior to a continued hearing in two weeks:

1. Response to the most recent comments from Graves Engineering, including all maintenance issues on stormwater and any equipment required by DEP not currently used by the Town.
2. Signalization with regard to the Brigham Hill Road issues, school entrance/exit on Providence Road, and specifically distinguishing information between design, cost assumption and allowance requirements.
3. Building height...all information needed for the Planning Board to make a decision.
4. Associated parking on the school site
5. Snow storage...(for both the school and Municipal side) ...need to refine and clarify and information on a plowing strategy
6. All relevant information/comments from the Fire Department & Police Department, including meeting minutes
7. Correspondence from the DPW & Engineering Department acknowledging satisfactory snow removal/plowing plans for both the school and Municipal side

Mr. McCarthy agreed to the submission of the materials requested in one week and requested to continue the hearing to July 26, 2010 at 7:30.

MOTION by Mr. Hassinger, **SECOND** by Mr. Qualey, to grant the applicant's request to continue the public hearing to July 26, 2010 at 7:30 p.m. **MOTION** carried unanimously 5 to 0.

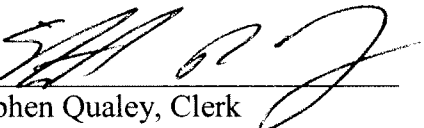
STAFF REPORT

Mr. Bishop informed the Board he wished to alert them that the Board of Selectmen is planning to schedule interviews for their August 3rd meeting.

Mr. Bishop reported that "Fisherville Park" will need to coordinate with DEP for the continued efforts for the removal of oil and dredging of the river, then start sending out RFPs and probably will not break ground until next spring.

MOTION by Mr. Robbins, **SECOND** by Mr. Qualey, to adjourn the meeting. **MOTION** carried unanimously 5 to 0.

The meeting was adjourned at 9:40 p.m.



Stephen Qualey, Clerk

